

How to Create and Send FY19 Overtime Utility Requests via eRETA

Did you know you can quickly and easily create and send Overtime Utility (OU) RWA Work Requests (WRs) directly to GSA via eRETA? All you need is data entry access and about 60 seconds! You don't even need an existing estimate to get started. Here's how:

If you do not have an existing estimate in eRETA for the OU service, you can create an RWA Work Request (WR) by moving your cursor over the "Data Entry" dropdown and selecting "Create Work Request." Enter all required fields (as denoted by a red asterisk) and be sure to select "Yes" from the "Overtime Utilities" pull-down menu, and enter the requested service period.. Next, click the "Save" button located the bottom right corner of the screen to generate a unique tracking number for your request. Lastly, click the "Submit Request" button to route the request to GSA..

After hitting "Submit Request", GSA will assign a Project Manager (PM) and create an estimate for the OU services. You will coordinate with the PM and complete the remaining required customer information before submitting the updated WR to GSA in FY19 for potential acceptance into an RWA.

The screenshot displays the eRETA Customer Information form. The left sidebar contains navigation links: CUSTOMER INFORMATION, BILLING INFORMATION, ACCOUNTING DETAILS, CUSTOMER APPROVAL, PBS INFORMATION, AUTHORIZING DETAILS, and PBS APPROVAL. The main form area is titled "Customer Information" and includes a "Read-Only View" link. The form contains several sections with required fields marked by an asterisk (*):

- Agency Bureau:** 02804-Social Security Administration-Social Security Administration
- Primary Building State:** Georgia
- City:** Atlanta
- Building:** GA0007ZZ
- Address:** 77 FORSYTH ST SW
- Room Number/Specific Location in Facility:** (empty)
- Overtime Utilities:** Yes
- Requested Service Period:** 10/01/2018 to 09/30/2019
- Estimated Amount:** \$2,500-\$150,000
- Agency POC:** steven.sacco@gsa.gov
- Description of Requirements:** Overtime Utilities for Atlanta MLK Federal Building.

At the bottom of the form, there is a "Comments" section with the text "This is a test RWA." and a "Submit Request" button highlighted with an orange box. Other buttons include "Delete", "Save", and "Reset Form".

If there is an existing estimate in eRETA for the OU service, create an RWA Work Request (WR) by moving your cursor over the "Data Entry" dropdown and selecting "Create Work Request." Enter or copy/paste the Estimate Tracking Number (ETN) in the "Estimate Tracking No." field at the top right of the screen. If you are unable to locate the ETN from a previous GSA email, you can search for it by clicking on the magnifying glass icon. Once the ETN is entered or selected, eRETA will auto-populate the information from the estimate into the WR. Then, enter any remaining required fields and click the "Save" button located the bottom right corner of the screen to generate a unique tracking number for your request. Lastly, click the "Submit Request" button to route the request to GSA.

After hitting "Submit Request", you will coordinate with the assigned GSA Project Manager and complete the remaining required customer information before submitting the updated WR to GSA in FY19 for potential acceptance into an RWA.

Customer Information

WR/RWA Number: W1798340 Customer Request Date: Requested By: GSA Data Entry: **Estimate Tracking No:** QUOH0280418136029

Status: New Customer Signature: GSA Region: 05

Required Fields

* Agency Bureau: 02804-Social Security Administration-Social Security Administration

* Primary Building State: Ohio * City: Dayton

Building: OH0195ZZ Building Name: FED BLDG & US CTHSE

Address: 200 W 2ND ST Zip Code: 45402

Room Number/Specific Location in Facility: Request for multiple buildings (if yes, Address in Desc. of Regts.)

* Overtime Utilities: Yes Requested Service Period: 10/01/2018 to 09/30/2019

☐ This work is related to other RWA(s) Related RWA Number(s):

* Estimated Amount: \$2,500-\$150,000 Agency RWA Mailbox: Add new...

* Agency POC: paul.landini@ssa.gov GSA PM/POC: (if known) scott.day@gsa.gov

Name: Landini, Paul Name: Day, Scott

Phone: (312) 357-4144 Phone: (937) 225-2714

* Description of Requirements: Overtime Utilities for Dayton Federal Building.

(Limited to 500 Characters) Changes made above will simultaneously be made to the linked Estimate

Enter comments to provide additional information to GSA: This is a test RWA.

Buttons: Delete, Save, **Submit Request**, Reset Form

Documentation Comments ETN: QUOH0280418136029

Quick Q&A:

If I send my fully developed FY19 Overtime Utility request to GSA in FY18, will GSA accept it before the start of FY19?
 No, GSA will enter it into in pending status and ask for a new signature in FY19 when the funds are legally available. Even though GSA can't accept it until FY19, GSA strongly encourages customers to send future year overtime utilities as RWA Work Requests in eRETA. This ensures the need is captured in the system so we can properly estimate ahead of time. Once in the new fiscal year and funds are legally available, the customer can send the RWA WR to GSA for official acceptance.

Questions on eRETA access, functionality, etc.?

Visit www.gsa.gov/ereta or contact ereta@gsa.gov and we'll be happy to assist.